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## Field Coordinator

The Survey Action Center in Takoma Park, Maryland, U.S.A. near Washington D.C. is seeking a Field Coordinator for the landmine impact survey in Angola. Applications with a cover letter, a current CV and three references should be sent to Ms. Carlie Numi at [jobs@sac-na.org](mailto:jobs@sac-na.org). This posting will remain open until the position is filled.

### **Background**

SAC serves as the executing agency for Landmine Impact Surveys. The Survey Action Center is an international organization with headquarters in Washington, D.C. It is registered in the US as a non-profit organization. The SAC Board of Directors consists of the leading NGOs in the mine action field: Handicap International (France), Mine Clearance Planning Agency (Afghanistan), Danish Demining Group (Denmark) and Norwegian People's Aid (Norway). Jean Baptiste Richardier is the President; Bob Eaton is the Executive Director and Sue Eitel is the Secretary/Treasurer.

Following the signing of the Mine Ban Treaty in Ottawa in December 1997, it became clear that a definition of the scope and impact of the worldwide landmine problem needed to be defined and quantified. To meet this need, the Survey Working Group (SWG), which consists of the lead international NGOs and UN agencies in mine action and the Geneva International Centre for Humanitarian Demining created the Survey Action Center in 1998. The SWG asked one of its members, the Vietnam Veterans of America Foundation (VVAFA), to serve as fiduciary and management body for the SAC. At the end of 2001 the SWG authorized the creation of an independent SAC with its own legal framework and Board of Directors.

The SWG remains as the advisory body for SAC. The SWG is responsible for the protocols that have been established through the SAC that define and maintain the high international standards of the Landmine Impact Survey.

Landmine Impact Surveys provide information to improve priority setting by donors and mine action agencies in the international effort to eliminate or control the threat of mines by the year 2010. Landmine Impact Surveys have been completed in Cambodia, Chad, Kosovo, Mozambique, Thailand and Yemen. Surveys are underway in Azerbaijan, Bosnia-Herzegovina, Eritrea, Ethiopia, Lebanon, Somalia and Vietnam. In 2003 surveys will begin in Afghanistan and Angola.

<b>Job Title:</b>	Field Coordinator
<b>Reports To:</b>	Survey Coordinator
<b>Location:</b>	Luanda, Angola

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### **Purpose of the Job**

The Field Coordinator is responsible for the implementation and coordination completion of the survey with the local implementing partners within the stipulated timelines.

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### **Main Tasks Related to the Job**

1. Oversee the surveys conducted in the provinces under the SAC country operational plan;
2. Monitor the activities of the implementing partners against the timelines;
3. Advise and assist, if necessary, the implementing partners on all operational matters;
4. Coordinate the surveys across all provinces to allow consistency and quality throughout the country;

5. Liaise with the provincial authorities and UN field representatives as needed;
6. Monitor the security situation and provide the SAC Survey Coordinator with up-to-date security briefings;
7. Ensure that standards are met and that the information provided by the survey teams is complete and accurate;
8. Assist in training for all project personnel to ensure standardization of program outputs;
9. Carry out field visits as required for timely implementation and monitoring quality assurance.
10. Submit Weekly Reports to the Survey Coordinator each Friday;

### **Secondary Duties**

11. Carry out any other tasks as may be assigned by the Survey Coordinator.
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### **Skills/ Experience**

- Only candidates with **Portuguese language skills** will be considered.
- At least three years overseas experience in a developing country.
- At least five years overseas experience in coordination and/or management.
- Experience in working with local partners.
- Excellent team building and inter personal skills.
- An understanding of the issues pertaining to development, humanitarian relief and mine action.